



**Building Department**

Town Hall, 363 Underhill Avenue, Yorktown Heights, NY 10598  
Tel. (914) 962-5722 ext.233 Fax (914) 962-1731

**Application for a Building Permit**

(Office use only)		
APPLICATION No. _____	APPLICATION FEE _____	DATE: _____
PERMIT No. _____		DATE: _____

- **Applicant: Complete all information lines, below, except those marked "Office use only".**
- Building Permit application plans and documents for work over \$20,000 **must also be submitted in electronic format.**

Name of Owner \_\_\_\_\_ Telephone # \_\_\_\_\_

Present Address of Owner\* \_\_\_\_\_

Address/Location of proposed construction \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Verified by \_\_\_\_\_ Date \_\_\_\_\_

Proposed Construction \_\_\_\_\_

Zoning District \_\_\_\_\_ Size of Lot (square feet) \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Fax/Email \_\_\_\_\_

Westchester County Home Improvement Contractors Lic. # \_\_\_\_\_

Architect or Engineer \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Fax/Email \_\_\_\_\_

Total estimated cost of construction \$ \_\_\_\_\_

**The undersigned applicant hereby agrees** to comply with all applicable provisions of the Code of the Town of Yorktown, and with all other Laws, Codes, Rules and Regulations applicable to the proposed construction.

\_\_\_\_\_  
NAME OF CONTACT PERSON (Please print)

\_\_\_\_\_  
SIGNATURE OF OWNER / AGENT\*

\* If signed by other than the owner, a letter of authorization from the owner must be submitted with this application.

\_\_\_\_\_  
DAYTIME TELEPHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

(Office use only)	
The submitted construction plans substantially comply with the Code of the Town of Yorktown and the New York State Uniform Fire Prevention and Building Code, and the same are approved subject to compliance with these and any other applicable Laws, Codes, Rules or Regulations.	
The valuation of the work is determined to be \$ _____ . The Building Permit fee is fixed at \$ _____ - _____ (application fee) = \$ _____ in accordance with Chapter 15 of the Code of the Town of Yorktown (See reverse side).	
DATE _____	_____ BUILDING INSPECTOR, TOWN OF YORKTOWN

(Office use only)

W.C.D.H. CONST. PERMIT # \_\_\_\_\_ DATE \_\_\_\_\_

SEWER PERMIT # \_\_\_\_\_ DATE \_\_\_\_\_ SEQRA \_\_\_\_\_ DATE \_\_\_\_\_

DRIVEWAY PERMIT # \_\_\_\_\_ DATE \_\_\_\_\_ ZBA \_\_\_\_\_ DATE \_\_\_\_\_

STREET OPENING PERMIT # \_\_\_\_\_ DATE \_\_\_\_\_ ABACA \_\_\_\_\_ DATE \_\_\_\_\_

WATER PERMIT # \_\_\_\_\_ DATE \_\_\_\_\_

WETLAND/EXCAVATION/SWPPP PERMIT \_\_\_\_\_ DATE \_\_\_\_\_

N.Y.C.D.E.P. \_\_\_\_\_ DATE \_\_\_\_\_ N.Y.S.D.O.T \_\_\_\_\_ DATE \_\_\_\_\_

OTHER \_\_\_\_\_

- Building Permit application plans and documents for work over \$20,000 **must also be submitted in electronic format.**
- Building Permits are valid for 12 MONTHS from the date of issuance. Permits may be renewed annually thereafter.
- Please see the *Request for a Building Permit Extension* form, available at the Building Department and Town web site.
- Please see Section 15-4 of the Town Code for conditions to be met for permit renewal.
- **If work is started prior to the issuance of a building permit, the fee is two times the original fee.**
- If a building permit is withdrawn, the applicant is entitled to a 50% refund of the fee paid, provided no work has started.
- Construction must proceed in accordance with plans approved by, and on file with, the Building Department. Changes and revisions to construction design must be approved by the Building Department prior to continuing with work.
- A building or structure erected or altered under a Building Permit may not be occupied or used until a **Certificate of Occupancy** has been issued by the Building Department.

**RATE OF FEES**

**Application Fee** - Payable at the time the Application for a Building Permit is submitted:

Residential addition, alteration or accessory structure, up to \$2,000 total value of work----- \$50.00

Residential addition, alteration or accessory structure, over \$2,000 total value of work----- \$100.00

New Single-family dwelling or multi-family/unit----- \$300.00

Non-residential addition or alteration----- \$150.00

New Non-residential structure----- \$300.00

Application fees are non-refundable, and will be subtracted from the final Building Permit fee upon issuance.

**Building Permit fee**, based upon the total estimated cost of construction, payable upon issuance of the permit:

<u>Estimated Cost</u>	<u>Fee</u>
Up to \$1,000 -----	\$50.00
Each additional \$1,000 or fraction up to & including \$50,000 -----	\$25.00
Each additional \$1,000 or fraction thereof up to & including \$500,000 -----	\$15.00
Each additional \$1,000 or fraction thereof up to or exceeding \$500,000 -----	\$10.00

**Renewal fee** – If a permit or renewal has expired, the cumulative amount of all expired years must be paid:

First 12 month renewal ----- \$200.00 or 50% of the original fee, whichever is less

Subsequent 12-month renewals ----- \$250.00 or 50% of the original fee, whichever is less

**FINAL SUMMARY**

(Office use only)

Finished Basement \_\_\_\_\_ Finished Second Story \_\_\_\_\_

No. of Bedrooms \_\_\_\_\_ No. of Bathrooms \_\_\_\_\_

Sunroom (unheated) \_\_\_\_\_ Deck/Porch \_\_\_\_\_

Garage \_\_\_\_\_ Storage Building \_\_\_\_\_

Pool/Hot tub \_\_\_\_\_ Other \_\_\_\_\_

Wood Stove/Fireplace \_\_\_\_\_ Other \_\_\_\_\_